INDIANA E-TRANSCRIPT INITIATIVE/ETCR OVERVIEW
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This document provides the reader with an introduction to the Indiana e-Transcript Initiative and the Indiana e-Transcript Common Report (ETCR). For information on how to implement the ETCR, please see the ETCR Technical Implementation Guide, the ETCR Field Reference and the ETCR Samples.

The Indiana Department of Education and the Indiana Commission for Higher Education have been working in partnership over the past year to develop and roll out a system for managing the electronic ordering and delivery of Indiana high school transcripts to the state's colleges and universities. All of Indiana's public postsecondary institutions are already receiving these transcripts and over 90% of Indiana's high schools have registered to participate, with hundreds of schools live on the system.

Indiana's e-Transcript Initiative serves as a secure and cost-effective means for electronically transferring high school transcripts among secondary schools as well as to postsecondary institutions. A primary goal of the initiative is to broadly implement a standards-compliant Indiana Standard Transcript (IST) including all of the state's required information.

In working towards this goal, the Indiana Department of Education, working with the Project Advisory Committee, comprised of corporation, high school and state-level education representatives, has developed a common transcript report to be used by all participating high schools. This e-Transcript Common Report format (ETCR) is to be created by all Indiana high schools (independently or working with SIS vendors) and used only when processing transcripts electronically. By putting in placed a common report format insuring that all provided data is uniformly identified, this easy to implement printable report will establish a platform for migration to the full IST, greatly reducing downstream project maintenance, while expediting the project's rollout.

Implementing the ETCR does not require the school to conform to any new data standards or change any database tables.

This report will simply replace (or augment) the report used to traditionally print official transcripts, and will be used for all transcripts to be electronically sent through Indiana e-Transcript. In order to implement the ETCR, each school (directly or through their SIS vendor) will need to create a report template that maps all the existing fields contained in their current transcript to the corresponding common field names as found in the ETCR Field Reference. The ETCR report can use any appropriate subset of the fields identified in the full set of ETCR requirements.

Once implemented, the ETCR will aid Indiana schools in moving towards the IST, which will allow for the e-Transcript Initiative to deliver transcripts in XML that conforms to all of the requirements of the PESC standards by building on the ETCR report format.